



**Procurement and Contracts**  
**Business Unit # 320AD**  
**Purchase Order # 19-0006478**

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 05/30/19 PO Method: DG Dispatch: **Dispatch** Rev Dt:  
**Via Print**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** 2M BUSINESS PRODUCTS-DALLAS  
2630 NOVA DR  
DALLAS TX 75229  
United States

**Ship To:** Texas Workforce Commission  
4405 SPRINGDALE RD  
RM 406M  
AUSTIN TX 78723  
United States

**Vendor ID:** 1760012483

**Purchaser:** Linda Alphonse  
**Phone:** 512/936-3327  
**Fax:** 512 475 3502  
**Email:** linda.alphonse@twc.state.tx.us

**Bill To:** APPO@twc.state.tx.us or  
Texas Workforce Commission  
101 E 15TH ST  
RM 446  
AUSTIN TX 78778-0001  
United States

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$5000 or Less  
Senator West Spot Bid Fair FY2019  
POC: Annabelle Alvarez  
Phone: 512-463-7031

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Guide Height File Folders, 2/5 Cut Right Top Tab, Letter, Manila, 100/Box, part # 10385	615/45	100.0000	BOX	\$12.17000	\$1,217.00	06/06/2019
						<b>Schedule Total</b>	<b>\$1,217.00</b>
						<b>ReqID:</b> 0000021055	
						<b>Item Total for Line # 1</b>	<b>\$1,217.00</b>

Authorized Signature

*Glenn Smith*

**05/31/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Redi Strip Kraft Expansion Envelope, 10 x 13 x 2, Brown, 25/Pack, part # QUA 93336	615/41	15.0000	PAK	\$27.85000	\$417.75	06/06/2019
						<b>Schedule Total</b>	<b>\$417.75</b>
						<b>ReqID:</b> 0000021055	
						<b>Item Total for Line # 2</b>	<b>\$417.75</b>
3- 1	Avery Permanent Filing Labels, 1/3 Cut, 1500/BX, Green, part # AVE 5866	616/39	40.0000	BOX	\$23.28000	\$931.20	06/06/2019
						<b>Schedule Total</b>	<b>\$931.20</b>
						<b>ReqID:</b> 0000021055	
						<b>Item Total for Line # 3</b>	<b>\$931.20</b>
						<b>Total PO Amount</b>	<b>\$2,565.95</b>

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**IMPORTANT CONDITIONS OF ORDER**

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

\* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.

\* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.

\* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

05/31/2019